



JOB DESCRIPTION: Instructor

Amount of Time: Part Time, 3-10 hours/week

Hourly Rate: \$10.00/hr

Description: At Open Roads Bike Program our mission is to engage and empower youth through bicycles to learn practical life skills for their future. We are searching for an Instructor to join a team committed to high-quality out-of-school time programs! We are a growing organization and we aim to bring high energy and high quality people to the table. We focus on delivering engaging and culturally relevant bike programs for students all year long. This job includes responsibilities directly related to educating youth in social and bike mechanic skills, as well as providing positive behavior support.

Requirements

- Ability to develop strong, positive relationships with youth and teens, parents, and community agencies
- Strong verbal and written communication skills
- High attention to detail
- Interest in further developing bike riding and bike mechanic skills
- Ability to work successfully both independently and collaboratively with a team
- Commitment to embracing and understanding diversity, inclusion, and equity in thoughts, words, and practice
- Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural or multicultural experiences in their environments
- Ability to effectively employ multicultural approaches in resolving problems
- Experience managing multiple tasks and projects simultaneously and working under time constraints

Responsibilities

- Coach youth in advancing their social skills
- Coach youth in advancing their bike mechanic skills
- Facilitate bike programs in the community for youth, families, adults, and volunteers
- Communicate with colleagues regarding programs, youth, and all relevant issues and concerns in a timely manner
- Support and demonstrate all Open Roads behavioral expectations:
Respect, Own your actions, Attitude counts, Discipline, Safety
- Ensure all materials are prepared and present for programs
- Assist in collecting data for programs (attendance, progress in programs, etc.)
- Assist in coordinating programs with community partners (schools, agencies, businesses, etc.)
- Attend Open Roads special events as needed (fundraisers, safety events, demonstrations, etc.)
- Attend paid professional development skill-building opportunities and weekly staff meetings

To Apply: Applications can be found online at <https://www.openroadsbike.org/work-at-open-roads.html> or hard copies may be picked up in person at 1523 Riverview Dr. in Kalamazoo. Please fill out an application by typing and submitting one online, or writing clearly then scanning and attaching the application in a single email to Executive Director, Erin Denay at director@openroadsbike.org, or return a hard copy to Open Roads at 1523 Riverview Dr. in Kalamazoo.

This position will remain open until filled. Priority will be given to those who apply by January 1, 2019.



Equal Opportunity Employer Policy

Open Roads is an equal opportunity employer, and pledges equal opportunity for all our employees and applicants. All individual employment decisions will be based on the individual's qualifications, performance and effort. Open Roads does not discriminate against employees or applicants on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, genetic information, age, height, weight, marital status, physical or mental disability, veteran status or citizenship. Open Roads will, however, only hire those individuals who are legally authorized to work in the United States.

Additionally, it is our intent to provide a workplace that fosters the respect and dignity of each person. To this end, we are committed to maintaining a working environment free of harassment or intimidation. This policy applies to everyone who works at Open Roads, regardless of position or level of authority.

This policy provides guidance on the type of conduct which constitutes unlawful harassment, including sexual harassment, and also unprofessional conduct which may or may not be unlawful, but is still prohibited. All behavior which fits into these two categories is unacceptable and will result in appropriate disciplinary action. This policy also includes a complaint procedure for persons who feel that they have been subject to unlawful harassment and/or unprofessional conduct.

Open Roads Bike Program embraces and values the diversity of Kalamazoo and the world around us. We are people of all ages, from all walks of life, working together to use bicycles as a vehicle for skill development and community engagement. We encourage people of all abilities, ages, economic statuses, faiths, ideologies, genders, gender identities, ethnic origins, nationalities, races, and sexual orientations to be a part of the Open Roads Bike Program community.